



Becoming a NDTR or CDM, CFPP

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Careers4RDN.com

- **NDTR/DTR**
 - **Nutrition & Dietetic Technician, Registered**
- **CDM, CFPP**
 - **Certified Dietary Manager**
 - **Certified Food Protection Professional**

What is a NDTR? Nutrition & Dietetic Technician, Registered

- A member of the dietetic health care team
- Under direction of RDN
- Work in the dietary departments of hospitals, clinics, and other health care facilities.
- Requires credentialing examination
- **You qualify with DPD completion**

What do NDTRs do?

- **Under the direction of the RD, provides:**
 - Nutritional care
 - Screening/Assessment (ADIME)
 - Diet modifications
 - Food service management
 - diet office
 - Teaching
 - Nutritional counseling

“Option 2” to become an NDTR:

- ✓ Complete a minimum of a bachelor’s degree
- ✓ Complete DPD requirements
 - Successfully complete the Registration Examination
 - Remit the annual registration maintenance fee
 - Complete annual continuing education requirements
 - 50 hours each 5 years

The Application Process - Submit the required documents to Dr. Steinberg after graduation:

1. Copy of your Academy of Nutrition & Dietetics Membership Card (if you are a member)
 2. Copy of an Official Identification Card (CDL, passport)
 3. Signed Transcript Release Form
 4. Signed NDTR/DTR Mis-Use form
 5. Official UC Davis Transcript (e-transcript preferred)
- 1-4 ALL ORIGINAL, HARD COPIES

Registration Eligibility Application for the Registration Examination for Dietetic Technicians
Didactic Program in Dietetics Graduates (DPD) Only

IMPORTANT NOTE: ALL AREAS ON THIS APPLICATION FORM MUST BE COMPLETED. Failure to complete and sign areas will result in processing delays.

Academy Membership Number (former or current)

Last Name (Please Print) First Name Middle Name Maiden Name Previous Name
(Enter your name as it appears on your government-issued photo identification card.)

Address

Personal E-Mail Address (Do not use an ".edu" address) Date of Birth (MM/DD/YYYY) Mother's Maiden Name

Primary Phone Number (Home) (Cell Type) (Cell) (Work) (Fax) (Cable/Cell)
Secondary Phone Number (Home) (Cell) (Work) (Fax) (Cable/Cell)

Exam Candidate Survey Questions:

Each applicant must answer the survey questions in the following link in order for their application to be processed.

Please do this survey now. Thank you for your cooperation. <http://ecom.eatright.org/CRMS/survey.asp>

Agreement to Academy Code of Ethics
"I agree to abide by the Code of Ethics for the Registration of Dietetic Technicians and to hold myself and my fellow registrants to the standards of the RDs, RDNs, RDAS and DTRs, and CDRs in my professional life. Please follow the correct link:
<http://www.eatright.org/HealthProfessionals/content.aspx?id=6368>

SIGNATURE OF K... DATE...
Deputy Director...
**APPLICATION COMPLETED
ONLINE AFTER
DR. STEINBERG
SUBMITS ONLINE**

Note to Applicant: After the DPD Program Director submits the Registration Eligibility Application to CDR:

- the Commission will send confirmation of your registration eligibility status via e-mail, and
- Pearson VUE will e-mail the examination application and *Candidate Handbook* to the e-mail address noted above. Please expect it within two weeks of CDR's receipt of the Registration Eligibility Application.

Exam Candidate Documentation Verified by DPD Program Director

Check off each document (3) indicating that it has been verified and retained in the DPD Program Director file in the event that the submission is audited, and the original documents must be sent to CDR.

- Original BS degree transcript Original DPD Verification Statement (signed) NDTRE or DTR Mis-Use Form (signed)

Print or Type Program Director's Name Original Signature of Program Director (blue ink) 4-Digit Program Code

Program Director: Following the on-line submission of the registration eligibility application, via the Credentialing Registration Maintenance System (CRMS), this application must be submitted to CDR by the DPD Program Director for final processing. Please submit this application, and other required CRMS forms, as a PDF document to CDR per the instructions in Step 5 of the Quick Reference Check List.

APPLICATION COMPLETED

ONLINE AFTER

DR. STEINBERG

SUBMITS ONLINE

\$140.00

NDTRE or DTRE MISUSE

STUDENT COPY

RETAIN this form for your records and future reference.

Over the years, CDR has stated that NDTRE and DTRE are not credentials and should not be used. This information is also located on the CDR website. For the past several years students completing their supervised practice program must sign a NDTRE and DTR Mis-Use form for their program director regarding this fabricated credential. In addition, each student is provided with a copy of the misuse document to retain in their file. Anyone can file a complaint with CDR on an individual using NDTRE, DTRE, NDTR Eligible, DTR Eligible, Nutrition and Dietetics Technician, Registered Eligible, Dietetic Technician, Registered, NDTR or DTR if they are not registered as a NDTR or DTR with CDR. This would include the use of 'ndtr' or 'dtr' in their e-mail address prior to passing the registration examination for dietetic technicians.

NDTRE and DTRE are the acronyms and NDTR Eligible, DTR Eligible, Nutrition and Dietetics Technician, Registered Eligible or Dietetic Technician, Registered are the same, only spelled out.

Please Note: Do not use NDTRE, DTRE, NDTR Eligible, DTRE Eligible, Nutrition and Dietetics Technician, Registered Eligible, Dietetic Technician, Registered, 'ndtr' nor "dtr" in your e-mail.

We refer you to the CDR Web Site, www.cdrnet.org, to become familiar with terminology for registration eligible candidates. When the home page opens up, click on the gold RDN, RD, NDTR, and DTR Credentials button on the left hand side of the screen, then click on Nutrition and Dietetics Technician, Registered (NDTR) and Dietetic Technician Registered (DTR), and then click on Registration Eligibility General Information for the following message. The CDR website direct link is:
<http://www.cdrnet.org/certifications/registration-eligibility-general-information-dtre>.

What does the term *registration eligible* mean?

The term registration eligible is used by the Commission on Dietetic Registration to identify individuals who have met the associate or didactic degree and supervised practice requirements to write the dietetic technician examination. The Commission will verify upon request that an individual has met registration eligibility requirements and the eligibility date.

Does the Commission recognize the professional designation *NDTRE or DTRE*?

No. These terms are not professional designations/credentials. The Commission has noted with concern an increase in the use of the term NDTRE or DTRE to designate registration eligibility. Both employers and the public find the use of these terms confusing.

Should you be using the term NDTRE or DTRE, please discontinue this use and replace it with "registration eligible." Individuals who use the term NDTRE or DTRE are frequently reported to CDR regarding their mis-use, and must be told to discontinue its use via a "cease and desist" order.

Thank you in advance for your assistance regarding this issue.

**Authorization for Disclosure of Information from Student Records
for Letter of Recommendation or Reference**

In accordance with the federal Family Educational Rights and Privacy Act (FERPA) I understand that, in general, the disclosure of confidential information contained in my student records (for example, my GPA) requires my written consent.

By signing below, I _____ (student name) hereby request and authorize
_____ (faculty name) to do the following (check all that
apply):

Nature of Request

- Write a letter of recommendation or reference
- Complete an evaluation form
- Provide information in person or over the phone
- Review my transcripts, other student records, and employment records at UC Davis and other educational institutions for the purposes of preparing a recommendation or responding to requests for information about me
- Other _____

Purpose of Disclosure

- Employment application
- Application for admission to educational institution or program
- Application for scholarship, grant, funding, honor, or award
- Other _____

Records and Information to Be Disclosed (check all that apply)

- Degree verification
- Transcripts and information from transcripts
- GPA and specific course information
- Faculty member's personal observations and knowledge about me, including, but not limited to, attitude, performance in class, motivation, abilities, and/or background
- Other _____

Parties to Whom Information May Be Disclosed

(include category [potential employers or schools] and name, institution, and address)

Waiver of Access (check one)

- I waive
- do not waive

my right to see recommendations or other written information prepared pursuant to this authorization.

Signature

Date

Timeline to Take the DTR Exam

GRADUATION	June 15th
Degree conferred	Late-August
Verification Statement Completed	Late August/Sept.
Submit Exam Application	By mid-August
Dept. of Nutrition Submits (batch)	Early Sept.
E-mail from CDR (Academy)	2 weeks later - Sept.
E-mail from Testing Service	Sept.
Set up exam date	Sept.

NDTR/DTR Exam Specs – 2022-2026

I. Nutrition Science / Care for Individuals & Groups 41%

- Principles of Basic and Normal Nutrition
- Screening and Assessment
- Planning and Intervention
- Monitoring and Evaluation

II. Food Science and Food Service 21%

- Menu Development
- Procurement and Supply Management
- Food Production, Distribution, and Service
- Sanitation, Safety, Facility and Equipment

III. Management of Food and Nutrition Services 38%

- Human Resources
- Finance and Materials
- Marketing Products and Services
- Management Principles and Functions
- Quality Management, Regulatory Compliance, and Research

**REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS
STUDY OUTLINE
Effective January 1, 2022**

Approved 9/26/2020

DOMAIN I – NUTRITION SCIENCE AND CARE FOR INDIVIDUALS AND GROUPS – (41%)

TOPIC A – Principles of Basic and Normal Nutrition

1. Nutrients and other functional substances
 - a. Functions
 - b. Deficiencies and excesses
 - c. Macronutrients sources
 - d. Micronutrients sources
 - e. Phytochemicals, fiber, and functional foods
2. Basic human anatomy/physiology, physical and biological sciences (e.g., microbiology and chemistry)
3. Nutrient and calorie needs at various stages of the lifespan (e.g., Dietary Reference Intake/recommended dietary allowance (DRI/RDA), macronutrients, vitamins and minerals)
 - a. Pregnancy and lactation
 - b. Infancy
 - c. Childhood (toddler, preschooler and school age)
 - d. Adolescence
 - e. Adulthood
 - f. Older adults
4. Cultural Humility/Competence
 - a. Religion
 - b. Ethnicity
 - c. Gender (LGBTQ)
 - d. Race
5. Nutrition requirements in wellness promotion and disease prevention
 - a. Identification of desired outcomes/action
 - (1) Evidence-based practice for nutrition intervention
 - (2) Evaluation of nutrition information
 - (3) Food fads/cultism
 - (4) Health/nutrition fraud and/or misinformation
 - (5) Health and wellness promotion and risk reduction
 - b. Nutrition recommendations to promote wellness
 - c. Health disparities

TOPIC B – Screening and Assessment

1. Nutrition screening
 - a. Purpose
 - b. Selection, use of risk factors and validated tools
 - c. Values and limitations
 - d. Methodology
 - e. Documentation

Candidate Handbook

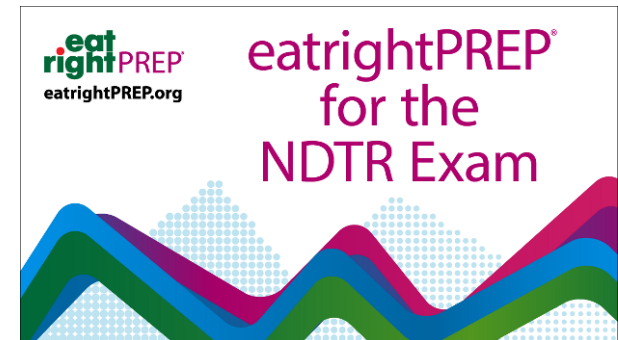
DTR Exam



2024

Exam Preparation

- Study coursework and texts: FSM
- Use online course/resources
 - eatrightPREP \$164.99
 - DTRstudybuddy \$165
 - VisualVeggies \$200-440
 - PocketPrep (RD) \$15.99/mo
 - Mometrix \$39.99
 - Quizlet FREE



Fees Associated with the NDTR

- Exam Application Fee = \$140
- CDR Initial Fee = \$60
- Annual Registration Fee = \$60
- Academy Membership (optional) = \$234

Diet Technician II in Sacramento, California



Diet Technician II in San Francisco, California



Diet Assistant II



Sutter Health
San Francisco, CA 94109

Clinical Nutrition

\$31.08 - \$37.30 an hour Part-time Day shift +2

- Under the direction of Clinical Dietitians, the Diet Assistant maintains effective patient/resident service operations by performing support functions, as...

Position Overview:

Under the direction of Clinical Dietitians, the Diet Assistant maintains effective patient/resident service operations by performing support functions, as needed, in the following areas: Diet Office (phone/computer/electronic health records), Patient Food Service (trayline/nourishments/floor stock) and Patient Meal Service (menu retrieval and processing/tallies).

Job Description:

EDUCATION:

HS Diploma: High School Diploma or General Education Diploma (GED)

TYPICAL EXPERIENCE:

- 1 year of recent relevant experience

SKILLS AND KNOWLEDGE:

- Knowledge of various nutritional diet principles, views, and equipment used in the treatment of patients with varying conditions.
- Possess written and verbal communications skills to explain sensitive information clearly and professionally to diverse audiences, including non-medical people.
- Well-developed time management and organizational skills, including the ability to prioritize assignments and work within standardized operating procedures and scientific methods to achieve objectives and meet deadlines.
- General knowledge of computer applications, such as Microsoft Office Suite (Word, Excel and Outlook), electronic health records (EHR).
- Interpret a variety of data and instructions, furnished in written, oral, diagram, or schedule form.
- Prioritize assignments and work within standardized policies, procedures, and scientific methods to achieve objectives and meet deadlines.
- Work independently, as well as be part of the team, including accomplishing multiple tasks in an environment with interruptions.
- Identify, evaluate and resolve standard problems by selecting appropriate solutions from established options.
- Ensure the privacy of each patient's protected health

Diet Clerk, Per Diem

UCSF Health
San Francisco, CA

⚡ Typically responds within 1 day

\$33.26 an hour Per diem +1

- This person works as a team to provide food service that is safe, accurate, and responsive to the customer and patient's needs.

Required Qualifications

- High School diploma or equivalent
- A minimum combined 2 years experience in patient food service operations and/or customer service call center operations and/or nutrition education OR 3 years customer facing experience within the food service, hospitality or retail industries.
- Read, write, follow written or oral instructions and be understood in English
- Ability to use math skills at or above high school level
- Basic computer skills
- This position requires flexibility to orient and work at all UCSF Medical Center locations

Preferred Qualifications

- Two years of college or equivalent
- Some college level nutrition course work preferred
- Fluency in Spanish preferred
- State of California Food Handler certification or Servsafe certification

Clinical Nutrition

Full job description

This person works as a team to provide food service that is safe, accurate, and responsive to the customer and patient's needs. This person may work within the Diet Office in one or more of the following areas. Diet Clerk duties include processing patient and guest meal orders using phone, foodservice software, and electronic health record in a timely and accurate manner based on diet orders and restrictions. Formula Tech duties include preparation and mixing of patient formula orders in a timely and accurate manner based on formula orders and safety guidelines. Human Milk Tech duties include preparation and fortification of human milk orders in a timely and accurate manner based on fortification orders and safety guidelines. Tray in Motion (TIM) Clerk duties includes working on trayline to check meal trays for accuracy and deploying trays from kitchen to tray passers in a timely and accurate manner using scanners, meal carts, and other transport equipment. This person maintains cleanliness and sanitation of work areas and equipment. This position is responsible for providing excellent customer, patient, and staff interactions and is looked upon as the ambassador for the department of Nutrition and Food Services.



Additional Certifications –

Certified Dietary Manager (CDM)

Certified Food Protection Professional (CFPP)

- Work with RDs to provide quality nutritional care for clients in non-commercial settings:
 - healthcare—long-term care, rehab facilities, senior living communities, or hospitals.
 - correctional facilities, schools, and the military.
- Trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams, etc.

- Requires credentialing exam



Association of
Nutrition & Foodservice
Professionals

- **You qualify with DPD completion**

<https://www.anfponline.org/become-a-cdm/cdm-cfpp-credential>

Additional Certifications –

Certified Dietary Manager (CDM)

Certified Food Protection Professional (CFPP)

- Meets Federal OBRA requirements “for food service supervisors in general acute care hospitals, acute psychiatric hospitals, skilled nursing facilities, rehabilitation and convalescent hospitals, and intermediate care facilities.”

CDM Exam Outline

1. NUTRITION - 20%
 - A. Gather Nutrition Data
 - B. Apply Nutrition Data
 - C. Provide Nutrition Education
2. FOODSERVICE - 22%
 - A. Develop Standardized Menus
 - B. Ensure Effectiveness of Standardized Recipes
 - C. Specify Standards and Procedures for Preparation and Production
 - D. Manage the Preparation, Production, and Distribution of Food
 - E. Monitor Meal Service
 - F. Establish Continuous Quality Improvement Procedures for Foodservice Department
3. PERSONNEL AND COMMUNICATIONS - 20%
 - A. Define and Develop Personnel Needs and Job Functions
 - B. Interview, Select, and Onboard Employees
 - C. Provide Ongoing Education
 - D. Develop and Maintain Employee Time Schedules and Assignments
 - E. Manage Goals and Priorities for Department
 - F. Manage Department Personnel
 - G. Manage Professional Interactions and Development
 - H. Implement Departmental Changes
4. SANITATION AND SAFETY - 24%
 - A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations
 - B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards
 - C. Protect Food in all Phases of Preparation and Production Using HACCP Guidelines
 - D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines
5. BUSINESS OPERATIONS - 14%
 - A. Research, Develop, and Manage an Operating Budget
 - B. Research, Develop, and Manage a Capital Budget
 - C. Plan and Budget for Improvements in the Department Design and Layout
 - D. Manage the Purchasing Process
 - E. Manage Revenue Generating Services
 - F. Implement Cost Effective Policies, Procedures

Exam Preparation

- Study coursework and texts: FSM
- Use online course/resources
 - ANFP review course \$99-109
 - Mometrix \$39.99
 - Quizlet FREE
 - [CDM Materials Comparison Chart](#)

Certified dietary manager salary in Sacramento-San Joaquin Delta, CA

How much does a Certified Dietary Manager make in Sacramento-San Joaquin Delta, CA?

Estimated salaries ?

\$29.12

Per hour ▼

↑ 7% above national average

Certified dietary manager salary in San Francisco Bay Area, CA

How much does a Certified Dietary Manager make in San Francisco Bay Area, CA?

Estimated salaries ?

\$35.22

Per hour ▼

↑ 30% above national average

Food Service Program Manager

Morrison Healthcare
Oakland, CA 94609

\$80,000 - \$85,000 a year

Full-time

➤ Easily apply

- Complies with **dietary** restrictions on special or modified diets to ensure optimal food preferences are met within guidelines of the diet order limitations.

Qualifications:

- Associate degree with one (1) year work experience in food services or related field, or bachelor's degree in food service technology/management or related field
- **Certified Dietary Manager certificate, Registered Diet Technician or Registered Dietitian, preferred**
- Minimum of one (1) year experience in food service management preferred in an acute care setting
- ServSafe® certified, desirable
- Possess the necessary skills to effectively utilize Microsoft office applications, electronic medical record, and diet office systems

Responsibilities:

- Establishes goals and oversees implementation of patient food services needs based upon medical direction and patient population
- Hires, directs, coaches, trains, and develops patient service team members
- Complies with dietary restrictions on special or modified diets to ensure optimal food preferences are met within guidelines of the diet order limitations
- Ensures patient services staff assists in achieving stated patient satisfaction goals
- Complies with regulatory standards, including federal, state, and accrediting agencies while adhering to facility confidentiality, HIPAA regulations, and patient rights policies
- Participates in/ leads patient satisfaction programs, departmental meetings, and facility wide Quality Assurance/Performance Improvement programs

Fees Associated with the CDM, CFPP

- Exam Fee = \$425
- Annual Certification Fee/Membership = \$170
- Annual Certification Fee w/o Membership = \$182



For More Information

- www.Careers4RDN.com
- NDTR:
 - Academy of Nutrition & Dietetics (membership): Eatright.org
 - Commission on Dietetic Registration: CDRnet.com
- CDM
 - Certifying Board for Dietary Managers: CBDMonline.org
 - Association of Nutrition & Foodservice Professionals (membership) ANFPonline.org

